

Instructions for this form:

MPA Minority Business Enterprise Monthly Report forms are to be submitted to the Office of Fair Practices each month during the life of a contract by the 10th of the following month. (Ex: April 2003 reports should be received by May 10, 2003)

Reports are to be submitted as scheduled whether there has been activity by the subcontractors on the contract or not. NO EXCEPTIONS.

- 1) Column #1: List the correct business name of the MBE subcontractor with current address and telephone number.
- 2) Column #2: Provide the name of the scheduled task and the corresponding task number.
- 3) Based on the assessed minority participation goal for each task, indicate the projected dollar amount. (Ex. Contract dollar amount divided by the percent assigned to task equals projected dollar)
- 4) Based on the assessed minority participation projected goal for each task, indicate the percentage this amount represents for the overall contract dollar. (Ex. Projected dollar amount divided into the overall contract dollar amount)
- 5) Indicate the dollar amount paid to the MBE during the reporting month. Indicate "0" if not items of work were performed and no monies were paid. When payment has been made for performing the assigned task, indicate amount, invoice #, check # and date paid. Canceled checks must be submitted (front and back) when available. Submit copy of canceled check (front and back) along with invoice with the next monthly report or as soon as available. Reports submitted that do not provide the above information will be returned by the Contract Compliance Officer as incomplete and will need to be resubmitted.
- 6) Calculate the amounts paid to the MBE subcontractor since beginning of project with the appropriate percentage that the amount represents based on the projected dollar amount (Column #3).
- 7) Is all Work and Payments Complete? Yes or No. **Yes**, if you have submitted all requested documentation to support the amounts you have indicated as being paid to the MBE subcontractor and there are no other tasks to be assigned. **No**, if you have not submitted all requested documentation and there are still tasks to be assigned to the MBE.
- 8) Column #8: This is an absolute must. All subcontractors must be given a date to start their assigned tasks. This information is also to be provided on the Schedule for Participation of Minority Business Enterprises (Form D-EEO-003) To Be Determined (TBD) is not acceptable and forms indicating this language will be returned.
- 9) Column #9: Same as #8.

If you have executed a subcontractor's agreement with the MBEs selected for this contract, but you have not submitted it to the Office of Fair Practices, attach it to your first monthly report. It is a requirement for compliance. Failure to submit such agreements could result in a finding of non-compliance.